

CAEP  
CFAD

Produced: Apr 25, 2024, 08:57 PM UTC - By Terry Anderson

## 67 West Hills College Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 67 West Hills College Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** West Hills CCD

**Narrative:** The West Hills College Adult Education Consortium (WHAEC) anticipates an increase in enrollments for FY 2024-2025. CAEP members' goal is to use the allocation to offer courses based on students' needs and labor market demand. California Adult Education Program (CAEP) members are anticipating a growth in the number of courses offered. The consortium has agreed to continue the same fiscal agent format with West Hills Community College District providing that role and the reporting lead. WHAEC will continue to address educational and training gaps identified in the region, including, but not limited to, low education levels, no high school diploma, limited English speakers, lack of basic computer skills, and low career skill set levels. Instruction in ESL, Citizenship/Civics, HD/HSE, basic computer literacy, parent education to support k12 students' success, courses for students with disabilities, and short-term Career and Technical Education have all been expanded into most communities served by the consortium as the demand for these programs has consistently increased. All members are addressing and aligning instructional programs with our 3-year plan.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Coalinga College	\$124,943	\$123,661	\$110,623
Coalinga-Huron Unified	\$124,943	\$123,661	\$110,623
Firebaugh-Las Deltas Unified	\$124,943	\$123,661	\$110,623
Golden Plains Unified	\$124,943	\$123,661	\$110,623
Lemoore College	\$124,943	\$123,661	\$110,623
Lemoore Union High	\$124,943	\$123,661	\$110,623
Mendota Unified	\$130,025	\$128,743	\$115,705
Reef-Sunset Unified	\$265,315	\$264,033	\$250,995
West Hills CCD	\$233,164	\$231,887	\$218,849
<b>Total Allocated to Members</b>	<b>\$1,378,162</b>	<b>\$1,366,629</b>	<b>\$1,249,287</b>
<b>Total CAEP Funds</b>	<b>\$1,378,162</b>	<b>\$1,367,768</b>	<b>\$1,263,877</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$1,139</b>	<b>\$14,590</b>

### Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

**Carryover Threshold \***

20%

### Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
<b>% of Carryover Threshold</b>	80%	60%	40%	20%

## Consortia Report on Governance Compliance of Rules and Procedures v.2

**1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \***

Yes

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \***

Yes

**3. How will the available funds be reported and evaluated? \***

WHAEC members are required to submit their quarterly expense reports in NOVA 30 days after the end of each quarter, and expenditure reports are year-to-date (cumulative). Once the member's expense report is submitted, the members, the WHAEC Director, and the fiscal agent accountant must review and approve it. WHCCD fiscal designated administrator will certify. WHAEC members will adhere to the CAEP Fiscal Management Guide target spending requirements: Q1 - 20%, Q2 - 40%, Q3 - 60%, and Q4 - 80%. WHAEC Director and fiscal agent accountant will evaluate the available funds quarterly and notify members if there are any concerns regarding the CAEP funds. In addition, WHAEC will use the FIFO (First In, First Out) report to track that members are expending the CAEP funding within the required 30 months, and the WHAEC Director will review quarterly financial reports during the WHAEC public meetings. In accordance with Carryover Funds (EC 84914), effective FY 23-24, CAEP members are allowed to carryover 20%, and any carryover exceeding 20% will be reallocated to the WHAEC members and fiscal agent CAEP programs that meet carryover requirements.

**4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \***

WHAEC recognizes the importance of each member having a CAEP representative and adheres to Assembly Bill (AB) 104 – Section 39 (Chapter 13, Statutes of 2015), education code 84905:

A. Any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member.

B. A member of the consortium shall be represented only by an official designated by the governing board of the member.

C. CAEP members must provide a copy of their governing board-approved resolution or minutes to the WHAEC Director.

D. WHAEC Director will notify members of the new member approval at the next public meeting, which will be documented in the minutes.

WHAEC-approved designated CAEP voting members:

- I. Coalinga-Huron Unified School District – Claudia Vosburg
- II. Firebaugh-Las Deltas Unified School District – Terry Anderson
- III. Golden Plains Unified School District – Joe Trejo
- IV. Lemoore Union High School District – Valerie Botelho and Nicole Mora
- V. Mendota Unified School District – Emilio Anguiano
- VI. Reef-Sunset Unified School District – Jicela Soto
- VII. Coalinga College – Bobbi Mahfood and Sam Aunai
- VIII. Lemoore College – Kris Costa

**5. How will you assure that each member of the consortium participates in any decision made by the consortium? \***

WHAEC recognizes the benefits of active participation by all CAEP members in the decision-making process and adheres to Assembly Bill (AB) 104 – Section 39 (Chapter 13, Statutes of 2015), education code 84905.

- A. All members of the consortium shall participate in any decision made by the consortium.
- B. The meeting calendar for the fiscal year is developed collaboratively with members in the August meeting, and members receive a recurring meeting invite.
- C. The WHAEC public meetings schedule is posted on the WHCCD BoardDocs website.
- D. A proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment.
- E. A decision is final.
- F. Public meeting agendas and documents are posted 72 hours in advance at the WHCCD BoardDocs and at the location of the meeting.
- G. Members are required to submit action meeting items a week prior to the meeting.
- H. WHAEC provides the public and members with adequate notice of a proposed decision and considers any comments submitted by members of the public.
- I. Comments submitted by members of the public are noted in the meeting minutes and distributed publicly in the WHAEC BoardDocs.

**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

by majority vote of 51%

**8. How did you arrive at that decision-making model? \***

WHAEC decision-making adheres to Education Code 84905 and conforms to Brown Act regulations regarding public meeting notices and public comments. All members of the consortium participate in any decision made by the consortium in public meetings as well as approval and certification in NOVA. WHAEC Director will communicate with members and make them part of the decision process in an effort to reach a consensus. When consensus cannot be reached, the majority vote (51%) of the voting members will rule, and each member will have one vote. A quorum is established if a majority (5 out of 8) of the members are in attendance. Please refer to the aforementioned information on questions 5-7.

**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

The WHAEC will act in accordance with the Brown Act of 1953 and adhere to the education code 54950. WHAEC lists the action items, items of discussion, and CAEP reports in the agenda and provides 72 hours of notice to the public. Proposed decisions will be introduced, discussed, will allow public comment time, and will be voted upon by official voting members. Members of the public who wishes to address the consortium on any item of interest to the public may do so under the item on the agenda entitled “Public Comments.” Without taking action, consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. In keeping with its right to determine the length of time to be allotted to agenda items, the consortium has determined that the overall time to be allowed for the agenda item entitled “Public Comments” shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the consortium may extend the overall time limit.

**10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

WHAEC recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 and educational code 54950. WHAEC lists the action items, items of discussion, and CAEP reports in the agenda and provides 72 hours of notice to the public. The WHAEC public meeting agendas are listed in the WHCCD [BoardDocs](#) and at the location of the meeting for the public to view in advance. WHAEC encourages the public to comment on any items to meet the need of the community. WHAEC will take into consideration the public comments to serve the community and close any services gap. Members of the public may address the voting board at a regular meeting during public comment time or may place an item on the agenda by submitting a written summary of the item at least seven (7) days prior to the board meeting.

**11. Describe how comments submitted by members of the public will be distributed publicly. \***

All public comments during meetings will be included in meeting minutes that will be available to all members and the general public. The WHAEC public meeting minutes will be posted on the next meeting agenda as an attachment document, and the public can access these documents at the WHCCD [BoardDocs](#) website.

**12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

WHAEC will add all interested entities to a distribution email list; this list of entities will be included in the dissemination of meeting information. All members will make suggestions for contacting/adding their local entities to the distribution list. The current list of partners includes Fresno County WIB, Kings County WIB/JTO, Fresno County Department of Human Services, National Farmworker Job Programs, Fresno County Workforce Connection, Coalinga-Huron Unified School District, Firebaugh-Las Deltas Unified School District, Golden Plains Unified School District, Lemoore Union High School District, Mendota Unified School District, Reef-Sunset Unified School District, Coalinga College, Firebaugh Center, Lemoore College, Migrant Education Programs, Aria Community Health Center, and the High School Equivalency Program.

**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

WHAEC official voting members will review and ensure funds apportioned for the program shall be used only for the support of items listed in Ed Code 84913 of the California Adult Education Program. CAEP funds will only be utilized specifically for meeting the Adult Education goals and objectives of AB104. The distribution schedule will be reflective of decisions made by the voting consortium members.

**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

**15. How will members join, leave, or be dismissed from the consortium? \***

Any education institution requesting to join the WHAEC needs to submit a formal request in writing stating the CAEP services they are planning to provide and the area in the consortium district they are planning to serve. The request to join or leave the WHAEC needs to be submitted in writing by writing by March. All changes in WHAEC membership will be listed as an action item on the next meeting agenda for members voting. If a consortium decides that a member has been consistently ineffective in providing services that address the needs identified in the adult education plan and is not following the member requirements as listed in the CAEP Program Guidance Section 5, and the Annual Plan General Assurances, the consortium must take the following steps: Reduction of Member's Funding due to ineffectiveness:

1. The consortium director must monitor member performance related to the CAEP assurances and identify members for noncompliance.
2. Document the member's ineffectiveness (what requirements are they not meeting, etc.)
3. Notify the member that they are being monitored for effectiveness and that their funds could be reduced as a result.
4. The consortium director must provide members with technical assistance and/or reach out to the CAEP Technical Assistance Project (TAP) as part of the reasonable intervention to help their members.
5. Provide the information in # 1 - # 4 to the State Office of CAEP.
6. If no improvements after steps # 1 - 5, reduce the member's funding and update the CFAD allocation schedule for the next fiscal year.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

In accordance with AB 1491 Carryover Threshold, WHAEC's definition for excessive carryover will be more than 20%. WHAEC will use the FIFO (First In, First Out) report to track that members are expending the CAEP funding within the required 30 months. In the event that members are not able to provide a plan to expend the funds six (6) months prior to the expiration of the funds, members have to agree to pass the funds to other members who can expend the funds by providing additional classes by the 30-month deadline. Any pass-through funds from CAEP member to member will be approved by the consortium members on Nova. In accordance with Carryover Funds (AB 1491), effective FY 23-24, CAEP members are allowed to carryover 20%, and any carryover exceeding 20% will be reallocated to the WHAEC members and fiscal agent CAEP programs that meet carryover requirements. The grace period to meet the carryover threshold is by the end of fiscal year 24-25.

**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

WHAEC will use the Consortia Report on Governance Compliance of Rules and Procedures, the CAEP Fiscal Management Guide, and the AB104/CAEP Program Guide to ensure that programs are in compliance with carryover. WHAEC will adhere to the response to question 16 of this document to govern carryover.

**18. How does your consortium define member effectiveness? \***

WHAEC adheres to the CA Department of Ed and CA Community College CO member effectiveness identified measures listed below and has added additional requirements to solidify the effectiveness of the consortium:

1. Each member must participate in completing and updating the Annual Plan Template in Nova.
2. CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the 3-year and Annual Plan.
  - I. Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate;
  - II. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation;
  - III. Programs for adults, including older adults, for entry or re-entry into the workforce;
  - IV. Programs for adults, including older adults, to develop knowledge and skills to assist elementary and secondary school children to succeed academically;
  - V. Programs for adults with disabilities;
  - VI. Short-term career technical educational programs with high employment potential;
  - VII. Programs offering pre-apprenticeship training in coordination with apprenticeship program(s), as specified.
3. Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments in Nova.
4. Member expenditures of CAEP funds must align with the objectives of the consortium's annual plan as approved by the WHEAC consortium board (members).

5. Members are required to participate in a minimum of 4 consortium/public meetings per fiscal year.
6. Members participate in consortium final decisions.
7. Members report student-level enrollment data and outcomes for quarterly and final reporting.
8. Members must share information on programs offered by providing a report during the public meetings and the resources being used to support their program.
9. Members provide services that address the needs identified in the adult education Annual Plan.
10. K12 members need to get their CAEP courses approved by CDE each fiscal year: <https://caadultedreporting.org/>
11. Members file financial expenditure and progress reports with the WHAEC consortium and input financial data in Nova 30 days after the end of the quarter.
12. Members need to have a plan to expend the CAEP funds within the 30-month deadline.
13. Members unable to expend the funds within 30 months need to notify the WHAEC Director in writing to request to reallocate the funds to other members.

**19. What bylaws does your consortium have addressing member effectiveness? \***

WHAEC will use the Consortia Report on Governance compliance of Rules and Procedures, the fiscal declaration governance, the CAEP Fiscal Management Guide, and AB104/CAEP Program Guide to ensure that programs are in compliance with member effectiveness.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

WHAEC will use the WHCCD [BoardDocs](#) for the [CA Adult Education Program](#) webpage to post any consortium documents. In addition, WHAEC will use the [West Hills Adult Education Consortium](#) web page to post any information regarding courses and services for the students.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Armona Union Elementary	Elementary School District	n/a	
Coalinga College	College	Sam Aunai	(559) 934-2222
Coalinga-Huron Unified	Unified School District	Desmond Agbontaen	(559) 935-7500 ext: 12503
Firebaugh-Las Deltas Unified	Unified School District	Terry Anderson	(559) 659-3899
Golden Plains Unified	Unified School District	Joe Trejo	(559) 977-1874
Lemoore College	College	Kris Costa	(559) 925-3218
Lemoore Union High	High School District	Brandy Spray Lemoore Union High School District	(559) 924-6610 ext: 1206
Mendota Unified	Unified School District	Mendota Unified School District Emilio Anguiano	(559) 906-3747
Reef-Sunset Unified	Unified School District	Jicela Soto	(559) 386-9083 ext: 1012
Riverdale Joint Unified	Unified School District	n/a	
West Hills CCD	District	Cecilio Mora	(559) 934-2430
Kings Co. Office of Education	County Office of Education (COE)	n/a	

## Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

#### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.



- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

## Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any “local body created by state or federal statute.” (Ed. Code, section 54952.)

## Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district’s work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

### Coalinga College - Member Representative

**Sam Aunai**

Vice President, Educational Services

samaunai@whccd.edu

(559) 934-2222

**Bobbi Mahfood**

Dean of Ed Services

bobbimahfood@whccd.edu

(559) 934-2172

Approved by Bobbi Mahfood

04/25/2024 08:51 AM PDT

**Coalinga-Huron Unified - Member Representative**

**Desmond Agbontaen**

Director of Fiscal Services

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(559) 935-7500 ext: 12503

**Claudia Vosburg**

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**Cecilio Mora**

Director of Speical Grants

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Approved by Claudia Vosburg

04/19/2024 04:32 PM PDT

**Firebaugh-Las Deltas Unified - Member Representative**

**Terry Anderson**

Director of Administrative Services

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**Maria Calderon**

Business Manager

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Approved by Terry Anderson

04/25/2024 01:57 PM PDT

**Golden Plains Unified - Member Representative**

**Joe Trejo**

Adult Education Director

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**Lupe Munguia**

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**Anthony Hernandez**

Chief Business Officer

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**Cecilio Mora**

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Approved by Joe Trejo

04/23/2024 11:11 AM PDT

**Lemoore College - Member Representative**

**Kris Costa**

VICE PRESIDENT OF EDUCATIONAL SERVICES/CIO

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Approved by Kris Costa

04/19/2024 04:20 PM PDT

**Lemoore Union High - Member Representative**

**Brandy Spray**

Director of Business Services

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**Nicole Mora**

Principal

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(559) 924-6600 ext: 3344

**Valerie Botelho**

Assistant Superintendent  
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**Cecilio Mora**  
Director of Speical Grants  
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(559) 934-2430

Approved by Nicole Mora

04/19/2024 03:29 PM PDT

**Mendota Unified - Member Representative**

**Emilio Anguiano**  
Vice Principal/CTE District Director  
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(559) 906-3747

Approved by Mendota Unified School District Emilio Anguiano

04/24/2024 08:46 PM PDT

**Reef-Sunset Unified - Member Representative**

**Jicela Soto**  
Principal  
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**Raul Luna**  
rluna@rsusd.org

**Cecilio Mora**  
Director of Speical Grants  
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Approved by Jicela Soto

04/22/2024 08:19 AM PDT

**West Hills CCD - Member Representative**

**Cecilio Mora**  
Director of Speical Grants

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Approved by Cecilio Mora

04/24/2024 04:49 PM PDT



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